

Fellow and Scholar Honorary Appointment Form



UTS:HUMAN RESOURCES

This form is for a proposed Honorary Appointment only and is **not applicable** to appointments for:

- [Adjunct, Professor and Associate Professor Honorary Appointments](#)
- [Key Technology Partners \(KTP\) Visiting Fellow Program](#)

Prospective KTP Visiting Fellow appointments should undertake the application process as set out on the UTS website (links above). The KTP team will request honorary appointments for successful applicants.

Section A: APPOINTEE DETAILS	
Title: Other:	Surname (Legal) name: First (Legal) name: Preferred First Name:
Gender:	
Date of Birth or Staff ID:	(DD/MM/YYYY) <i>(This is required to provide you with access to UTS systems)</i>
Country of citizenship:	<i>(If the appointee is not an Australian citizen then they will need to obtain the appropriate visa before entering Australia.)</i>
Postal address:	
Email address:	
Currently employed:	
Current/Primary Employment details:	
Position title:	
Department/office:	
Employer:	
Employer's address:	

Section B: APPOINTMENT DETAILS

Title:

Other – please specify:

***Please note all other appointment titles must be approved by the Provost prior to this form being submitted to HR.**

Faculty/Institute/Unit:		
UTS Nominator/s & administrative contact/s (<i>can be multiple</i>) Name/s:		
Primary UTS Supervisor	Title:	
	Full Name:	
	Phone extension:	
Secondary UTS Supervisor <i>(if applicable)</i>	Title:	
	Full Name:	
	Phone extension:	
Total Appointment Period	Start date (DD/MM/YY)	End date (DD/MM/YY)
Where will this appointment operate?		
Will Appointee be visiting a UTS Campus for different periods throughout the total appointment period?	If YES , please indicate dates on UTS Campus: Start date (DD/MM/YY) End date (DD/MM/YY)	
What will the candidates proposed duties be:		

Please provide a description of the work being done:

Section C: APPOINTEE *EXPENSES TO BE REIMBURSED BY UTS (WHEN APPLICABLE)		
<p>*Please note: All payments will be taxed appropriately by FSU. Living expenses can only be reimbursed when the appointee is in Australia for their engagement with UTS. Please refer to the FSU Visiting Academics web page for more information on what is considered reasonable travel and living expenses.</p>		
Airfares		AUD \$
Accommodation	Maximum of \$251 per day (while working on a UTS Campus)	AUD \$
Living Expenses (includes food, drink & incidentals)	Maximum of \$160 per day (while working on a UTS Campus)	AUD \$
Total expenses amount:	AUD \$	
Account details		
Org Unit:	Location:	Activity:

Section D: VISA INFORMATION

Please note a Visitor Visa - Tourist Stream is not an appropriate visa for an honorary appointment.

If your appointee is not an Australian Citizen and will be on a UTS Campus for a period of **less than 3 months AND they are engaging in non-research related activities** then they will need to obtain the appropriate visa before entering Australia. They may wish to consider applying for one of the following short stay visas:

- [eVisitor Visa](#) (Subclass 651)
- [Electronic Travel Authority \(ETA\) Visa](#) (Subclass 601)
- [Business Visitor Stream Visa](#) (Subclass 600)

As the above visas are for visitors, they generally allow activities such as attending a conference, job interview or negotiation, or an exploratory business visit. They do not permit activities such as research and lecturing, including guest lectures.

Alternatively if your appointee is not an Australian/New Zealand Citizen and they are an **Academic or post graduate student** who will be on a UTS Campus for a period **equal to or greater than to 3 months OR they will engage in research for any period of time** then we will ask them to consider applying for a [Temporary Activity visa \(subclass 408\)](#). **Under graduate** students may also be eligible for this visa however they must be undertaking the research to meet course requirements for their overseas qualification.

Please provide detailed information of the Australian research project they will be contributing to as follows:

Title: (*Insert name of Research Project*)

Nature of the project: (*Insert summary of the research project*)

Funding sources: (*Insert details, e.g. is this externally funded, is it an Australian Research Council funded project?*)

Duty statement/ responsibilities in observing or participating in the research: (*Insert a brief summary or dot points of the duties*)

Other participants or contributors to the research project: (*Insert names of other members of the project*)

How the Academic will benefit the project: (**for academic visitors only** insert brief statement on how the academic's skills/knowledge will benefit the project)

If they are a **student** please also advise the reason for the research:

A requirement towards current overseas qualification

Related to recently completed overseas studies

NOTE:

Please email hrclientservices@uts.edu.au for guidance on the visa process.

For further information about visas, please visit the [Department of Home Affairs website](#).

Will the appointee be accompanied by any family members:

If **YES**, please advise full name and date of birth of each family member below

Surname (Legal) name:	
First (Legal) name:	
Date of Birth (DD/MM/YY):	
Passport number:	
Surname (Legal) name:	
First (Legal) name:	
Date of Birth (DD/MM/YY):	
Passport number:	
Surname (Legal) name:	
First (Legal) name:	
Date of Birth (DD/MM/YY):	
Passport number:	

Section E: SUPPORTING DOCUMENTATION

Submission Checklist:

Appointee's CV attached

Copy of Appointee's passport attached

Copy of Appointee's current visa attached (*non-Australian's only, if already obtained*)

Section D: AUTHORISATIONS

Supervisor's Recommendation:

Recommended

Declined

If **declined**, please provide reason for decline:

Signature:

Date:

Dean/Director Approval:

Approved

Declined

If **declined**, please provide reason for decline:

Signature:

Date:

Next Steps: to be done by the Requestor

Email this form and the supporting documentation to hrclientservices@uts.edu.au